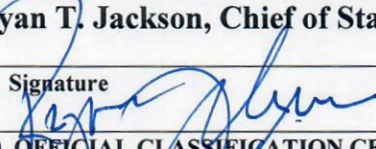
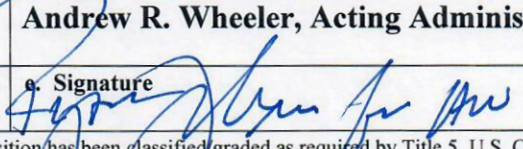
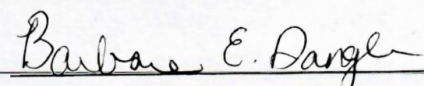


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Denver, CO		2. POSITION NUMBER EPGS19034	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90					
	b. Title		c. Pay Plan	d. Series	e. Grade
Official Allocation	Senior Advisor for Oil and Gas, Regional Management and State Affairs		GS	0301	15
4. Supervisor's Recommendation	Counselor for Oil & Gas, Regional Mgmt. & State Affairs		GS	0301	15
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE GARVEY, Megan		
			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator					
c.			h. Employing Office Location - Washington, D.C.		
d.			i. Organization Code - A0000000		
8. SUPERVISORY STATUS					
<input type="radio"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="radio"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="radio"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="radio"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="radio"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="radio"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor Andrew R. Wheeler, Acting Administrator, EPA		
b. Signature 		c. Date 3/12/19	e. Signature 		f. Date 3/12/19
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="radio"/> This position has no promotion potential <input type="radio"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="radio"/> 1 Low <input type="radio"/> 2 Moderate <input checked="" type="radio"/> 3 High Security Clearance Required: Yes TS		c. Financial Disclosure Form <input type="radio"/> OGE-450 Required <input checked="" type="radio"/> OGE-278 Required No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="radio"/> may be IA'ed <input checked="" type="radio"/> may not be IA'ed <input type="radio"/> is limited to current incumbent	
		e. FLSA Determination <input type="radio"/> NONEXEMPT <input checked="" type="radio"/> EXEMPT* (*check exemption category) <input checked="" type="radio"/> Administrative <input type="radio"/> Professional <input type="radio"/> Executive		f. Functional Classification Code N/A	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="radio"/> Medical Monitoring Required <input type="radio"/> Extramural Resources Management Duties (0 % of time) <input type="radio"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 4/26/19
11. REMARKS Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

Senior Advisor for Oil and Gas, Regional Management and State Affairs
GS-0301-15

INTRODUCTION

This position is located in the Office of the Administrator and supports the Senior Advisor for Regional Management and State Affairs. This position advises senior Environmental Protection Agency (EPA) leadership on ways to more effectively meet the Agency's mission and achieve the goals of establishing certainty and clarity in EPA programs and State/tribal partnerships within the environmental regulatory and policy arena. The incumbent provides expert advice on environmental regulations and program activities regarding their impact on the oil and gas sector and State agencies interacting with the sector. The incumbent also communicates the concerns and issues of the oil and gas sector and State agencies in EPA program activities, rulemakings, and operations. This position will support the Regional Administrators' implementation of EPA priorities and policies and facilitate communication among Regional Administrator Offices and between the Office of the Administrator/other EPA headquarter offices.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as the Agency authority on regulatory and policy matters related to the oil and natural gas industries. The incumbent plans, organizes, and executes complex analyses which involves key Agency programs related to oil, gas, regional management and state affairs. These analyses inform EPA policies and programs that are of significant interest to the public and Congress.

Leads and coordinates Agency wide, intergovernmental, and multisector workgroups in the areas of oil and gas, emerging issues in the States and regions, and environmental regulation and program management within this sector. Consults with Regions and headquarters offices on State/interstate energy related environmental activities and actions. Helps coordinate program and regional office actions in response to State or interstate program implementation. Uses judgement and discretion to interpret and revise existing policy and regulatory guidance, as well as evaluate divergent professional opinions affecting significant environmental issues and advise the Agency accordingly. This work is complicated by difficulty discerning the intent of legislation and policy statements and determining how to manifest the intent into policies and program actions.

Consults with senior Agency leaders to incorporate stakeholder concerns into Agency actions. Confers with key officials within the EPA and across Federal agencies to determine cross-cutting program requirements and develop viable solutions acceptable to all parties involved. Affects national, regional, and local program development by identifying, researching, and designing effective and often innovative solutions for critical and complex issues. Coordinates sensitive oil and gas policy issues within the Agency and between the Agency and other

Federal agencies, Congress, States, tribes, industry, public interest groups, and others.

Keeps abreast of oil and gas issues. Reviews and evaluates alternative and sometimes conflicting national, regional, and State positions and actions on energy-related environmental policies and programs. Evaluates program standards and measures of success in light of emerging trends, technologies, and changing needs, and recommends new standards and approaches as appropriate. The incumbent must consider the short-term and long-term effects, both direct and indirect, of proposed actions on all external stakeholders. In order to measure effectiveness, the incumbent may need to develop new ways to measure policy and program accomplishments.

Serves as a liaison to other Federal agencies, State and tribal governments (including State and tribal stakeholder organizations), private sector industries (including industry trade associations), academia and nongovernmental organizations. Represents EPA's policy positions and strategies (including the individual or collective positions of the EPA Regional Administrator Offices) in meetings with external stakeholders on cross-cutting issues, including oil and natural gas matters. Represents and negotiates on behalf of Agency decision makers, the incumbent is informed by expert analysis from other offices or workgroups on specific policy or measures. Leads stakeholder engagement activities related to oil and gas and Regional management. Subjects addressed are often significant or controversial in nature and the incumbent must justify matters which affect major programs and substantial expenditures.

Supports the management of EPA's Offices of Regional Administrators. Supports and advises the Senior Advisor for Regional Management and State Affairs on Agency priority and policy implementation at the Regional Administrator level. Identifies strategies to align the Regional Administrators and achieve the Agency's goal of certainty and clarity in EPA programs and State/tribal partnerships, across regions.

Supports and facilitates the effective and efficient communication among the Regional Administrators. Facilitates the exchange of State and tribal environmental program and policy information and emerging issues across Regional Administrators.

Consults with senior Agency leaders to incorporate Regional Administrator positions into Agency actions. Represents the Regional Administrators in discussions with the Office of the Administrator and other headquarter offices and facilitates communication from the Office of the Administrator/EPA headquarters to the Regional Administrator Offices.

FACTOR LEVELS

FACTOR 1. Knowledge Required by the Position

FL 1-8 1550 points

Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness which affect regional management and state affairs.

Advanced knowledge of analytical and evaluative methods along with a comprehensive knowledge of environmental laws, policies, programs, and regulations to identify, assess, and resolve critical problems and issues.

Extensive knowledge of EPA's regulations, policies, and guidelines for leading and implementing assigned projects and advising senior leadership.

Knowledge and experience in developing technical guidance and policies consistent with environmental protection laws and administrative law procedures is also essential.

Understanding of the concepts, principles, and practices of environmental planning and protection and proficiency in the use of policy analysis methods, in order to serve as a technical authority in the development and/or promulgation of policy and guidance concerning multiple program areas in relation to oil, gas, regional management and state affairs.

Knowledge and skill to evaluate and incorporate the latest technical, policy and legal information into guidelines and standards. Knowledge of EPA, State and local regulatory development processes and mechanisms for regulatory development. Ability to work effectively with senior-level personnel in State/local agencies, multi-State organizations, and other Federal departments, the ability to communicate clearly with senior officials and to the public, and the ability to manage multiple priorities and projects. Skill and ability to build trust and long-term relationships with diverse outside interest groups.

Knowledge of emerging trends, technologies, and changing needs sufficient to recommend new standards and measure the success of existing standards.

Ability to communicate and respond clearly, professionally, timely, and effectively in representing the organization. Excellent oratory skills and ability to give effective presentations on diverse topics to many different types of audiences.

FACTOR 2. Supervisory Controls

FL 2-5 650 points

Receives general direction and policy guidance from the supervisor in terms of broadly defined missions or functions. Plans and objectives are discussed periodically with the supervisor. Based upon knowledge of the supervisor's and Administrator's views and desires on a broad range of technical, administrative and program matters, incumbent directs and coordinates planning, designing, and completing projects with a high degree of independence.

Reviews consist of an assessment of broad policy implications and conformance with overall program and Agency objectives. The results of the incumbent's work are considered largely authoritative and are normally accepted without significant change.

FACTOR 3. Guidelines

FL Level 3-5 650 points

Guidelines consist of existing policy and regulations which provide a broad frame of reference for conducting analysis. However, due to their sensitive nature and broad national scope, the issues which the incumbent analyzes require development of innovative procedures in order to ensure successful project completion. It is essential for the incumbent to assemble and

coordinate diverse elements on an *ad hoc* basis, both within and external to the Agency, to provide adequate scope and depth to the required analyses. In addition, the incumbent is expected to exercise initiative and ingenuity in identifying and resolving difficult inter-program problems and issues as necessary. As a recognized expert, the incumbent's authoritative advice and technical consultation are sought by other professionals within the Agency, by external stakeholder groups, and by Congressional staff. Analyses and evaluations performed by the incumbent may serve as the basis for future national rulemaking and policy.

FACTOR 4. Complexity

FL 4-6 450 points

The incumbent is required to conceive, plan, organize, and direct complex multi-faceted analyses of national issues related to implementation of the Administrator's priorities for oil, gas, regional management and state affairs. Issues to be addressed are typically not well defined, require extensive information gathering and analysis, and are simultaneously actively supported and opposed by national competing interests. The incumbent works in areas where there is little, or conflicting, precedent. The incumbent concurrently investigates and analyses the issues(s), solicits input from a wide range of technical policy, legal, and economic professionals and develops a position/policy with little established precedent. Briefing of senior level Agency, industry, environmental, State/local officials, and the public is expected as well as the examination of valid concerns. The incumbent is required to have skill in developing scientifically and legally defensible rationales to support the desired policy outcomes, and must consider the economic, social, and political implications of alternative policy options.

FACTOR 5. Scope and Effect

FL 5-6 450 points

The purpose of the work is to perform very broad and extensive assignments advising on quality programs and policies which are of significant interest to the public and Congress. Serves as an expert on evaluating how complex programs interrelate with oil, gas, regional management and state affairs in order to provide technical and policy advice to the Administrator and senior managers inside and outside the Agency. Work involves programs or policies that cut across several agencies or affect major segments of private industry. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested agencies or with outside groups. The incumbent brings together, in a coherent manner, various diverse views, skills and interests, and gains the support of competing interests within and outside the Agency. Findings and recommendations may result in substantial redirection of Federal efforts or policy related to major national issues.

Results of the incumbent's work directly influence EPA policy and its regulatory agenda and often establish precedents for future Agency actions. The work supports programs that are essential to the mission of the Agency, ultimately affecting employees and the general public on a continuing basis.

FACTOR 6. Personal Contacts

FL 6-4 110 points

The incumbent's contacts include senior level managers within the Agency, as well as senior managers and professionals from other Federal agencies, directors of State and local

government agencies, tribes and private industry, and others. Consultation with Congressional staff concerned with environmental legislation and regulation may be held as needed.

Understanding and assessment of the often-competing positions of these diverse groups is essential to the development of feasible policy recommendations. The incumbent personally briefs the Administrator and upper management.

FACTOR 7. Purpose of Contacts

FL 7-D 220 points

Contacts are for purposes of providing authoritative advice and consultation to justify or settle matters involving significant or controversial issues; e.g., recommendations affecting major programs, to obtain or exchange information often critical to the analysis of complex and sensitive national policy issues, and to justify, define, and convince management of the feasibility of recommendations.

FACTOR 8. Physical Demands

FL 8-1 5 points

This work is primarily sedentary. There may be some travel, generally to meetings. No special physical effort or ability is required.

FACTOR 9. Work Environment

FL 9-1 5 points

Work is generally performed in an office environment.

Total Points: 4090

GS-15 POINT RANGE = 4055 and up